

**CA Hemlata Jaisinghani (Chartered Accountant, B.Com)**

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## **Professional Overview**

Her work includes accounting and book keeping, statutory audits, GST/ Income tax filings and assessment support. She has also worked on financial control and reporting processes (including revenue recognition and SAP reconciliations). Her current practice provides structured, documented support to businesses and professionals for managing their accounting, tax, finance and related requirements (as detailed herein below).

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## **Professional Experience Summary**

<b>Entity / Organisation</b>	<b>Period</b>	<b>Key focus areas</b>
Kshirsagar Kulkarni & Co. (Chartered Accountants)	October 2021 – September 2022	Statutory & tax audits, GST and income-tax compliance, and accounting documentation
UBS Business Solutions (India) Private Limited	October 2022 – May 2024	Revenue recognition, SAP reconciliations, month-end closing
EY LLP	June 2024 – September 2025	Indirect Tax (GST) — preparing and reviewing GST returns, drafting replies, assessment and representation support
Hemlata J R & Associates (Chartered Accountants)	October 2025 - Current	Independent practice — accounting, audit support, taxation compliance and advisory

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## **Core Capabilities**

### **1. Accounting & Auditing**

- Preparation and review of general ledgers, trial balance, and audit workpapers.
- Preparation of financial statements in line with applicable accounting standards.
- Coordination with statutory and tax auditors, including resolution of audit queries and support during fieldwork.
- Assistance in book-to-tax reconciliations, expense provisioning and month-end accounting review.
- Preparation of audit checklists, confirmations and supporting documentation for statutory and tax audits.
- Alternatively, undertaking Statutory/ Tax audit of the books of accounts/ financial statements prepared by the Company.

### **2. Direct Tax**

- Preparation of income-tax computations, TDS returns and returns for individuals, firms and corporate assessee.
- Preparation of tax audit report and supporting schedules.
- Preparation and filing of Form 15CB/15CA and other NRI-related compliance requirements.
- Collation of supporting documents and schedules for scrutiny, assessment/ refund proceedings.
- Assistance in advance-tax computations, capital gain computation, TDS review and reconciliation of Form 26AS with books.
- Preparation of tax workings for year-end financial reporting and deferred tax analysis.

### **3. Indirect Tax (GST)**

- Preparation and filing of GST returns (GSTR-1, 3B, 9/9C) and reconciliation with financial statements.
- Preparation and submission of replies to notices, drafting of appeals and collation of annexures for representation.
- Support in preparation and filing of GST refund applications
- Compilation of documentation required for assessments and departmental enquiries.
- Periodic review of input tax credit and outward supply data
- Maintenance of compliance calendars, filing trackers and audit evidence packs.
- Support in implementation of GST related changes and validation of entries in ERP systems.

### **Additional Capabilities**

- Monthly book closing activities including P&L and balance-sheet review, accruals and variance analysis.
- Reconciliation between SAP/ERP and general ledger; identification and correction of posting differences.
- Assistance in responding to internal audit observations and implementing remedial actions.
- Coordination between finance, audit and operations teams for data validation and reporting accuracy.
- Support in company-related filings such as ROC, professional tax and other local registrations (as applicable).
- Periodic reconciliation of statutory dues and maintenance of payment trackers.
- Review of vendor/customer compliance documentation (GSTIN validation, PAN, TDS certificates etc.).
- Liaison with authorities and consultants for clarifications, updates and submission of documentation.
- Providing tax and accounting inputs for due-diligence and restructuring assignments.
- Alignment of accounting disclosures with applicable tax positions.
- Preparation of management notes on implications of regulatory or structural changes.
- Drafting of SOPs for recurring activities such as GST filing, reconciliation and audit documentation.

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### **Engagement Approach**

- Assignments are scoped in writing, defining objectives, deliverables and timelines.
- All work is backed by supporting schedules and client-verified data.
- Projects may be structured as specific reviews, fixed-fee assignments or ongoing retainers.
- Engagements are handled with emphasis on accuracy, documentation and structured output.

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### **Professional Standards & Confidentiality**

All assignments are undertaken in accordance with the professional standards, ethics and confidentiality requirements prescribed by the Institute of Chartered Accountants of India (ICAI).